

URBAN ENVIRONMENTAL INSPECTOR

FLSA Code: N

Job Code: 3031

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate professional work performing a variety of difficult and specialized inspections involving the exercise of independent judgment and initiative; provides technical advisory services to contractors and general public with the objective of preserving the plant life and shrubbery, enforcement of the state erosion and sediment control requirements, compliance with City code requirements and legal standards; issues permits; does related work as required. Work is performed under the general supervision of the City Engineer.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, crouching, reaching, walking, fingering, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and hazards.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Inspects construction sites for compliance with approved sediment and erosion control plans to prevent adverse impact to plant life, vegetation and other landscaping; conformance with standards and compliance with City codes and state law; reviews and approves permits to ensure compliance with City code and state law, requirements and legal standards.

Reviews detailed construction plans, grading permits, site plans, subdivision plans, sketches and specifications for conformance to the applicable codes;

Prepares review evaluations and coordinates design and plan modifications with construction site supervisors;

Performs routine and special site inspections to ensure ongoing compliance with approved plans and code provisions and accepted design standards;

Works on a daily basis with landscape contractors, property owners and developers to secure compliance with approved plans, permits and inspections, for work within the Public Right of Way;

Provides guidance, technical assistance, code interpretation and problem solving through field inspections;

Performs administrative tasks related to engineering drawings and site inspections, documenting findings and writing reports on construction activity;

Determines requirements for permit and plan submission; reviews and updates standards and forms;

Preparing and maintaining appropriate records and files.

Receives inquiries regarding the status of a plan review by telephone and/or in person and furnishes the requested information or refers to proper person for handling;

Maintains necessary records and reports;

Advise public utility crews in the restoration of landscaping;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in urban forestry, arboriculture or related field and considerable experience in codes enforcement or inspections work; thorough knowledge of the procedures for the review of various construction plans; certification through the Utility Inspectors Program required; thorough knowledge of the practices, procedures and common terminology associated with the architectural and construction professions, codes and related laws and ordinances; demonstrated ability to detect poor design in plans review, read and interpret plans, specifications and blueprints of ordinary complexity quickly and accurately and to compare them with construction in process and to contact building owners, architects, engineers, contractors and the public and effect satisfactory working relationships. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.